

SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY
EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

OPEN COMPETITIVE
PROBATE EXAMINER

POSITION IS WITH THE PROBATE DIVISION OF THE SUPERIOR COURT
LOCATED AT 125 W. WASHINGTON, PHOENIX

RECRUITMENT DATES: **Monday, August 21, 2000 – Friday, September 1, 2000**

SALARY: \$13.70 (range minimum) - \$17.13 (range midpoint) Per Hour

QUALIFICATIONS: Associate's Degree in a Legal Assistant program or related field and three years of responsible work experience as a probate paralegal performing legal document examination and analysis, preferably including direct experience in working with documents and procedures related to probate cases. A combination of experience and training equal to completion of a two-year legal assistant education program, and coursework in probate law, legal research and writing may substitute for the degree requirement.

ESSENTIAL FUNCTIONS: Reviews files and documents to ensure that the parties comply with court orders and that statutory requirements are met. Enters appropriate information into Automated Court System (ACS) and maintains manual logs as required. Requests orders to show cause and compliance minute entries as needed. May also request instructions from the court on how to proceed with individual cases. Ensures that all case reviews and tasks are accurate and complete.

SELECTION PROCEDURE: Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **EDUCATION/EXPERIENCE EVALUATION.** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

FILING PROCESS: Required County Application Form (3100-049) AND SUPPLEMENT must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329. Internet address: www.maricopa.gov

NOTE TO EMPLOYEES: Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.

WHAT HAPPENS TO YOUR APPLICATION: Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER: 106107 / KAC, 7a
RECRUITMENT ABBREVIATION CODE: PROEXAM

DATE PUBLISHED: Monday, August 21, 2000

SUPPLEMENTAL INFORMATION
PROBATE EXAMINER

PLEASE NOTE: This form does **NOT** replace the information requested on the "Application for Employment." Be sure your application **and** this supplement are **both** accurate and complete. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION!**

1. Do you have experience working with documents and procedures related to probate cases? If yes, please list years and describe. Yes No ___ #yrs

2. Do you have experience working or serving as a paralegal? If yes, please list years of experience, nature of law firm or court you performed your duties, and describe. Yes No ___ #yrs

3. Please list coursework or training you have received in probate law, legal research and/or legal or business writing.

SIGNATURE

DATE

PROEXAM, 8/00